

## **SALARY AND/OR STIPEND NARRATIVE AND JUSTIFICATION FORM**

Eligible Recipient: \_\_\_\_\_ Project Number: \_\_\_\_\_ -04

County Name: \_\_\_\_\_ County Code: \_\_\_\_\_

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(NOTE: Perkins funds may not be used to supplant funds from non-Federal sources. (20 USC 7371(b)). See Item C of the Statement of Assurances)

**Complete a form for EACH salary/stipend requested.**

Expenditure Category (100-100, 200-100): \_\_\_\_\_ Position Title: \_\_\_\_\_

- I. List the primary job responsibilities of the position for which funding is requested. Be specific. Include the number of vocational-technical students the position will serve. Use additional sheets if necessary.
- II. Explain how the proposed full- or part-time grant-funded salary/stipend will assist the grantee to improve performance on one or more of the outcomes (state standards) of the negotiated Performance Standards and Measures and FY2004 objectives. Be specific as to which standard(s) is/are being addressed: Academic Attainment, Skill Proficiency, Completion, Diploma Credential (secondary), Retention (postsecondary), Placement Achievement and/or Nontraditional Training. Refer to pages 6-9 in the guidelines "Final Agreed Upon Performance Levels for Years 3, 4, and 5" for additional information.

III. For portion of full-time salary:

- A. Percentage of contracted salary requested: \_\_\_\_\_ %
- B. Percentage of employee's contracted time that the employee will work directly with students and/or teachers, as a result of the grant funds, to provide instruction for approved vocational-technical education programs: \_\_\_\_\_ %

IV. For stipend, part-time salary or any salary above contract time:

- A. Number of hours requested above contract time: \_\_\_\_\_ hours
- B. District-approved hourly rate of pay, OR; flat rate stipend: \$ \_\_\_\_\_

*Use additional pages as needed*

# Budget Detail Form

## SALARY AND/OR STIPEND NARRATIVE AND JUSTIFICATION FORM

### PURPOSE OF THE PERKINS ACT

The purpose of the Perkins Act is to develop more fully the academic, vocational and technical skills of students by building on the efforts of states and localities to develop challenging academic standards. The purpose is also to promote the development of services and activities that integrate academic, vocational, and technical instruction, and that link secondary and postsecondary education for participating vocational and technical education students.

<b>INSTRUCTIONS</b>
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The eligible recipient must provide strong justification for any and all proposed salary requests. **To satisfy this requirement**, answer Questions I - IV for Instructional Salaries (100-100) and Support Services Salaries (200-100). The narrative description and justification must cover July 1, 2003 through June 30, 2004.

1. At the top of the page, indicate the Eligible Recipient Name, Perkins Project Number, County Name and two-digit County Code in the spaces provided.
2. Complete questions I – IV. DO NOT combine requests or justifications for Instructional Salaries (100-100) and Support Services Salaries (200-100). Submit a separate narrative justification form for each proposed salary/stipend expenditure. The form must be completed for all salary and stipend requests.
3. Begin the response to question II on a separate page, placing the question as the title at the top of the page.
4. For items III and IV, include the information relevant to the position for which funding is requested. Complete item III if the position is full-time. Complete item IV if the position is part-time, a stipend, or other salary above contracted time.
5. Submit the Perkins Spending Plan Salary Narrative and/or Stipend Questionnaire and Justification Form with Budget Detail C - Salaries Form(s) for each proposed salary expenditure.